# Marine Corps Mobilization Processing System (MCMPS)
# IA Cap Management Module
# Training Session 1:
# **IA Record Search and Browse**

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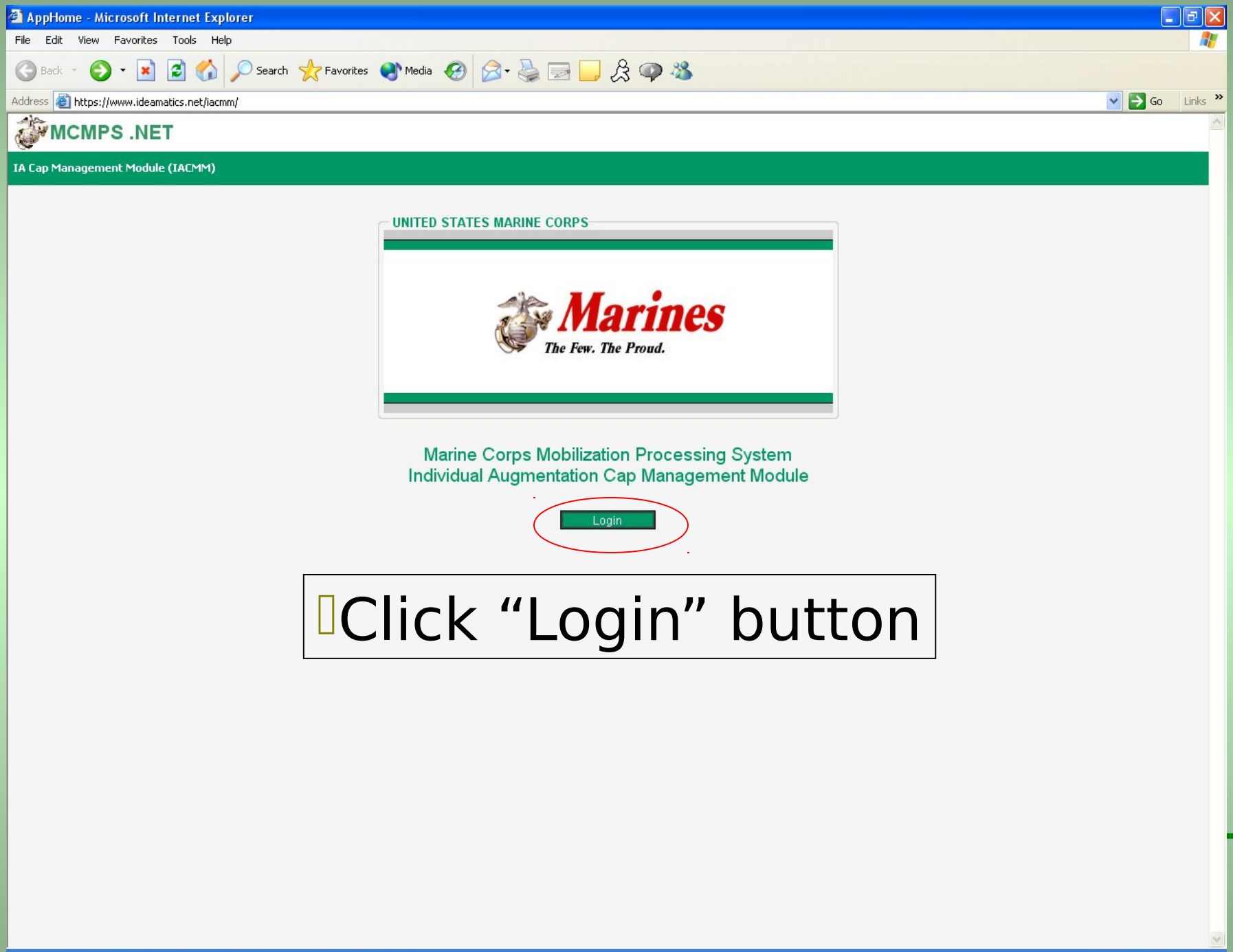
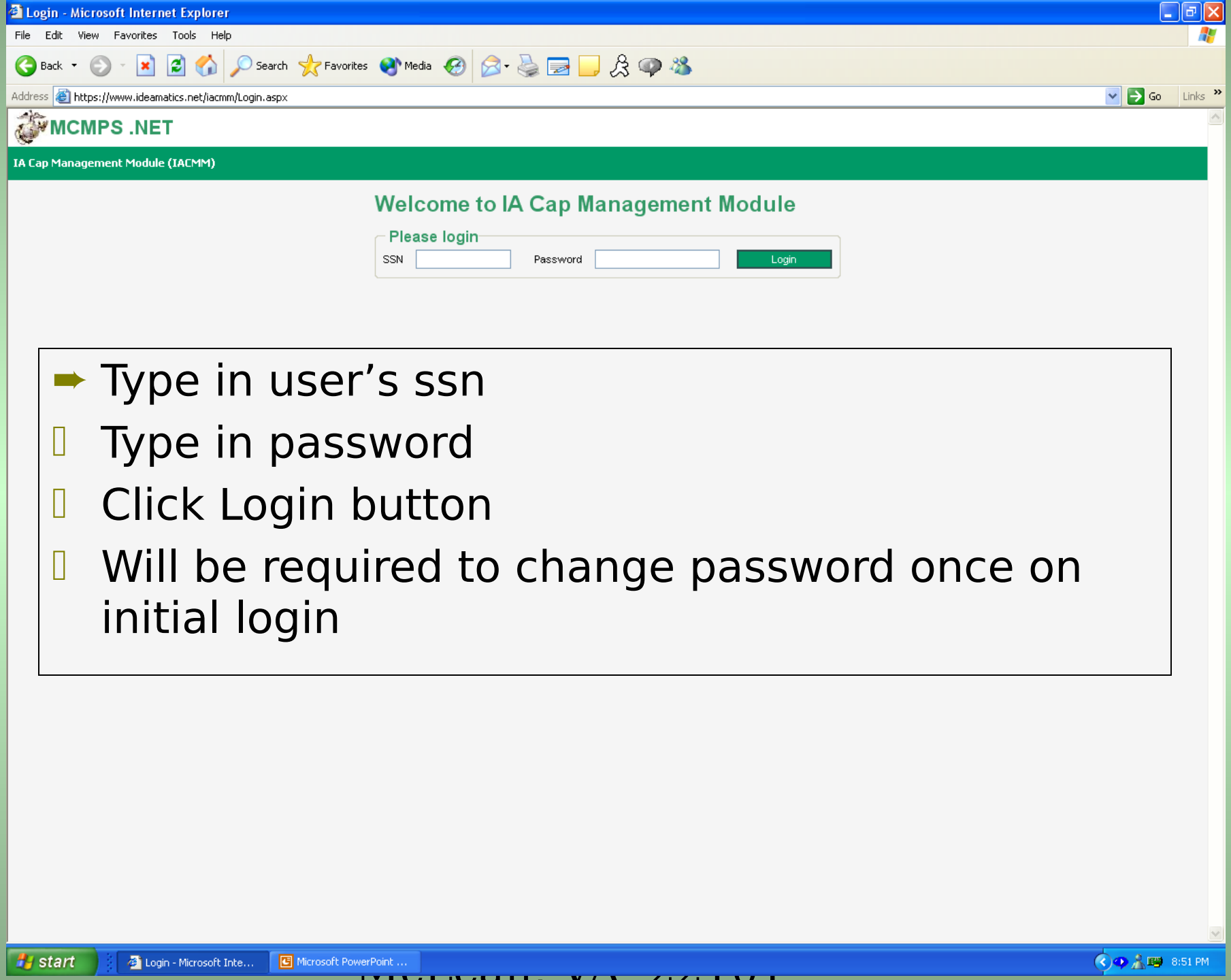
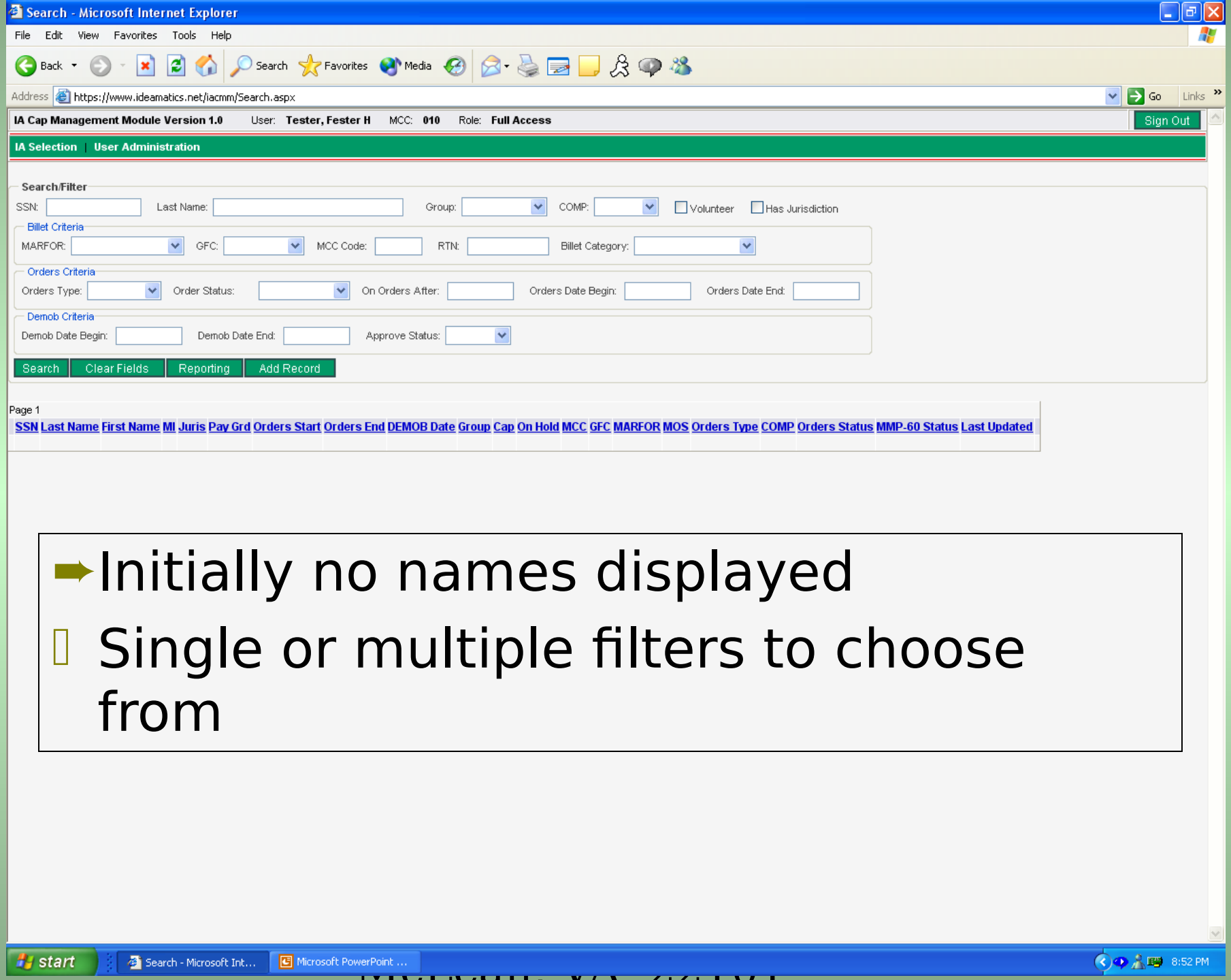
# Training Session 1 – IA Record Search and Browse

- Lesson will guide users in procedures to search and browse records in order to make selections for edits or reports.

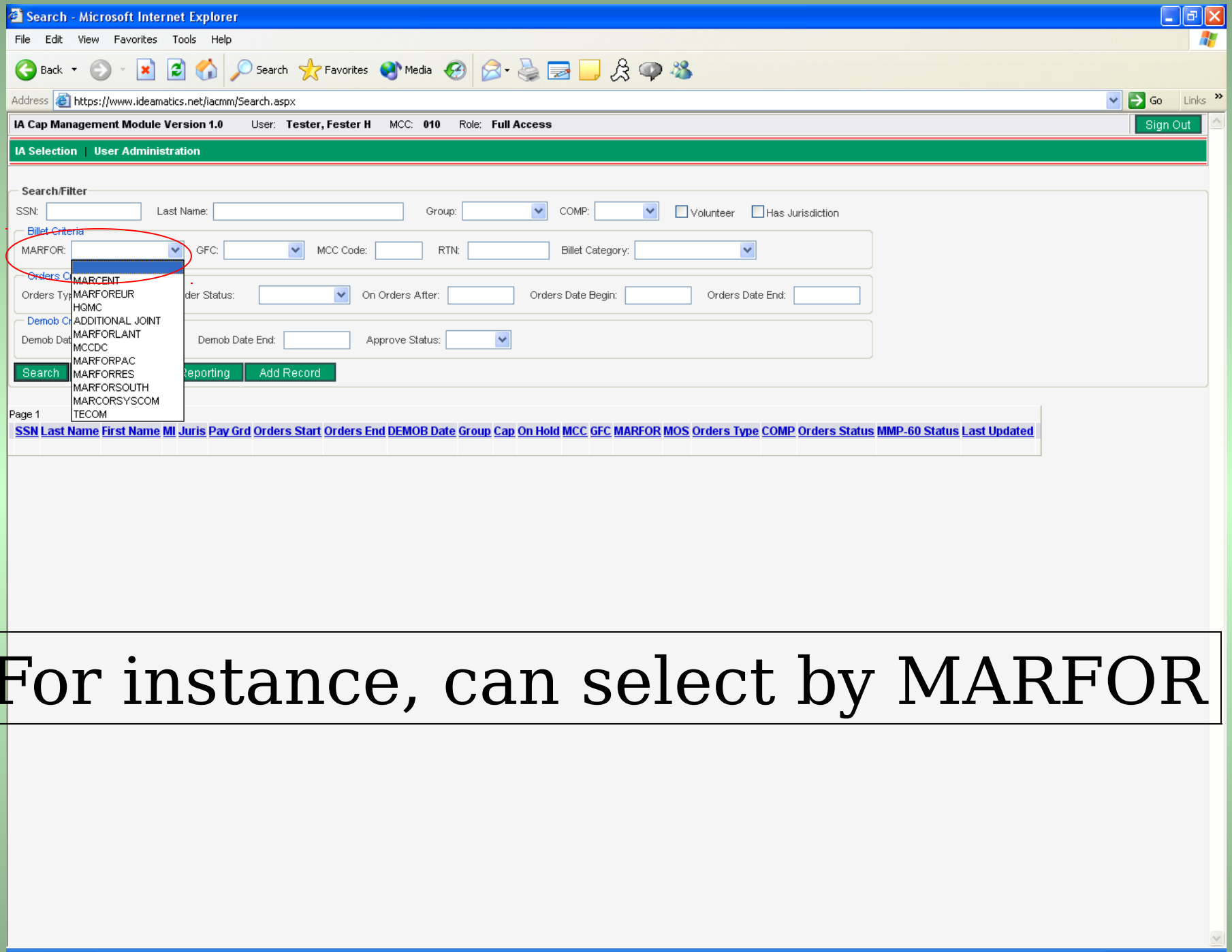

AppHome - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.ideamatics.net/iacmm/
Go Links
MCMPS .NET
IA Cap Management Module (IACMM)
UNITED STATES MARINE CORPS
Marines
The Few. The Proud.
Marine Corps Mobilization Processing System
Individual Augmentation Cap Management Module
Login
Click “Login” button
start
AppHome - Microsoft ...
Microsoft PowerPoint ...
8:49 PM




- Type in user's ssn
- Type in password
- Click Login button
- Will be required to change password once on initial login


Search - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.ideamatics.net/iacmm/Search.aspx
Go Links
IA Cap Management Module Version 1.0 User: Tester, Fester H MCC: 010 Role: Full Access
Sign Out
IA Selection | User Administration
Search/Filter
SSN: Last Name: Group: COMP: Volunteer Has Jurisdiction
Billet Criteria
MARFOR: GFC: MCC Code: RTN: Billet Category:
Orders Criteria
Orders Type: Order Status: On Orders After: Orders Date Begin: Orders Date End:
Demob Criteria
Demob Date Begin: Demob Date End: Approve Status:
Search Clear Fields Reporting Add Record
Page 1
SSN Last Name First Name MI Juris Pay Grd Orders Start Orders End DEMOB Date Group Cap On Hold MCC GFC MARFOR MOS Orders Type COMP Orders Status MMP-60 Status Last Updated
start
Search - Microsoft Int...
Microsoft PowerPoint ...
8:52 PM

- Initially no names displayed
- Single or multiple filters to choose from


Search - Microsoft Internet Explorer
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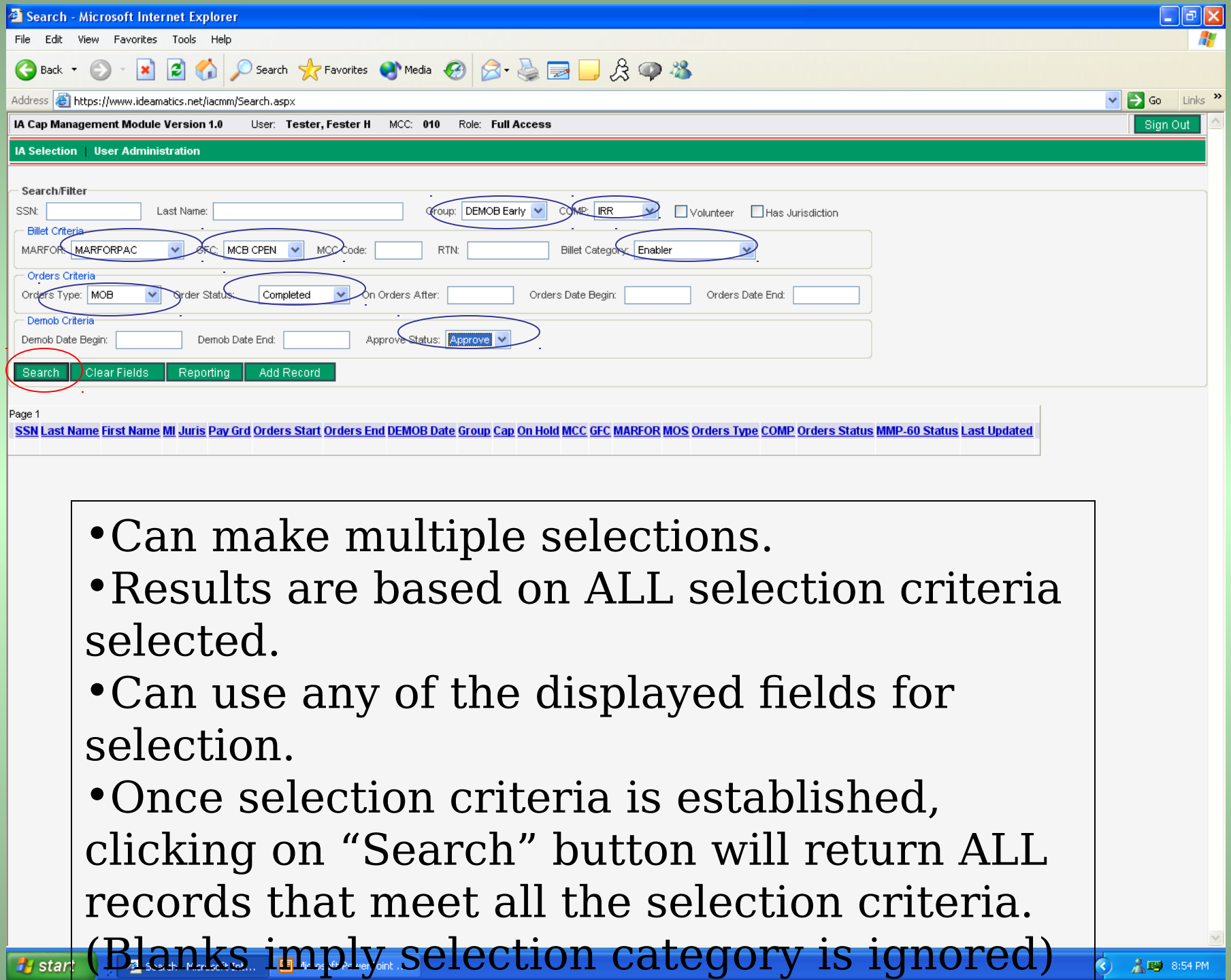
IA Cap Management Module Version 1.0 User: Tester, Fester H MCC: 010 Role: Full Access
Sign Out
IA Selection | User Administration
Search/Filter
SSN: Last Name: Group: COMP: Volunteer Has Jurisdiction
Billet Criteria
MARFOR: GFC: MCC Code: RTN: Billet Category:
MARCENT
MARFOREUR
HQMC
ADDITIONAL JOINT
MARFORLANT
MCCDC
MARFORPAC
MARFORRES
MARFORSOUTH
MARCORSYSCOM
TECOM
On Orders After: Orders Date Begin: Orders Date End:
Demob Date End: Approve Status:
Search
Add Record
Page 1
SSN Last Name First Name MI Juris Pay Grd Orders Start Orders End DEMOB Date Group Cap On Hold MCC GFC MARFOR MOS Orders Type COMP Orders Status MMP-60 Status Last Updated
start
Search - Microsoft Int...
Microsoft PowerPoint ...
8:53 PM

For instance, can select by MARFOR


Search - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.ideamatics.net/iacmm/Search.aspx
Go Links
IA Cap Management Module Version 1.0 User: Tester, Fester H MCC: 010 Role: Full Access
Sign Out
IA Selection | User Administration
Search/Filter
SSN: Last Name: Group: DEMOB Early COMP: IRR Volunteer Has Jurisdiction
Billet Criteria
MARFOR: MARFORPAC GFC: MCB CPEN MCC Code: RTN: Billet Category: Enabler
Orders Criteria
Orders Type: MOB Order Status: Completed On Orders After: Orders Date Begin: Orders Date End:
Demob Criteria
Demob Date Begin: Demob Date End: Approve Status: Approve
Search Clear Fields Reporting Add Record
Page 1
SSN Last Name First Name MI Juris Pay Grd Orders Start Orders End DEMOB Date Group Cap On Hold MCC GFC MARFOR MOS Orders Type COMP Orders Status MMP-60 Status Last Updated
start
8:54 PM

- Can make multiple selections.
- Results are based on ALL selection criteria selected.
- Can use any of the displayed fields for selection.
- Once selection criteria is established, clicking on “Search” button will return ALL records that meet all the selection criteria. (Blanks imply selection category is ignored)

Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

Address https://www.ideamatics.net/iacmm/Search.aspx Go Links

**IA Cap Management Module Version 1.0** User: **Tester, Fester H** MCC: **010** Role: **Full Access** Sign Out

**IA Selection** | **User Administration**

**Search/Filter**

SSN: Last Name: Group: COMP: Volunteer Has Jurisdiction

Billet Criteria

MARFOR: GFC: MCC Code: RTN: Billet Category:

Orders Criteria

Orders Type: Order Status: On Orders After: Orders Date Begin: Orders Date End:

Demob Criteria

Demob Date Begin: Demob Date End: Approve Status:

Search Clear Fields Reporting Add Record

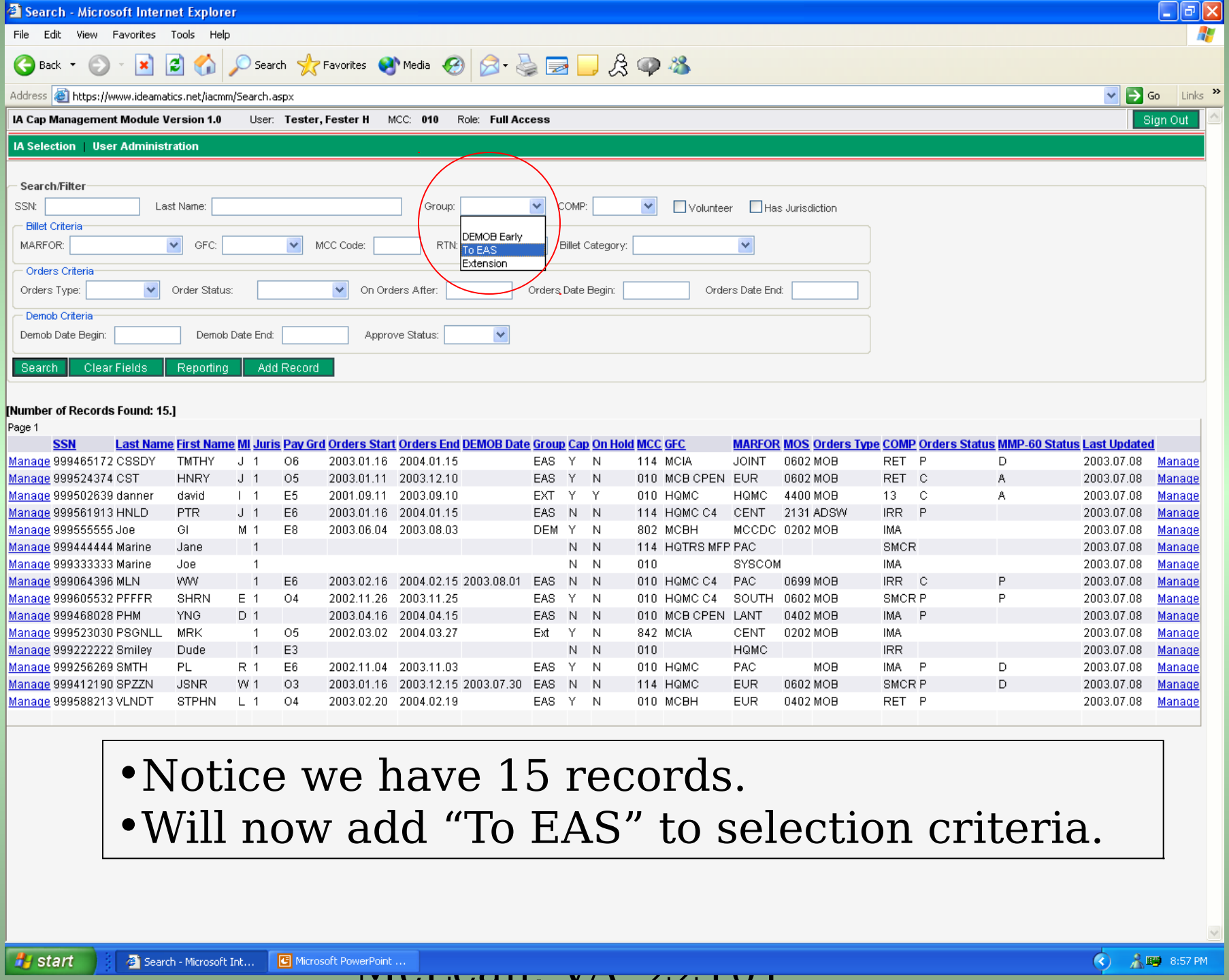
**[Number of Records Found: 15.]**

Page 1

| | SSN | Last Name | First Name | MI | Juris | Pay Grd | Orders Start | Orders End | DEMOB Date | Group | Cap | On Hold | MCC | GFC | MARFOR | MOS | Orders Type | COMP | Orders Status | MMP-60 Status | Last Updated | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Manage | 999465172 | CSSDY | TMTHY | J | 1 | O6 | 2003.01.16 | 2004.01.15 | | EAS | Y | N | 114 | MCIA | JOINT | 0602 | MOB | RET | P | D | 2003.07.08 | Manage |
| Manage | 999524374 | CST | HNRY | J | 1 | O5 | 2003.01.11 | 2003.12.10 | | EAS | Y | N | 010 | MCB CPEN | EUR | 0602 | MOB | RET | C | A | 2003.07.08 | Manage |
| Manage | 999502639 | danner | david | I | 1 | E5 | 2001.09.11 | 2003.09.10 | | EXT | Y | Y | 010 | HQMC | HQMC | 4400 | MOB | 13 | C | A | 2003.07.08 | Manage |
| Manage | 999561913 | HNLD | PTR | J | 1 | E6 | 2003.01.16 | 2004.01.15 | | EAS | N | N | 114 | HQMC C4 | CENT | 2131 | ADSW | IRR | P | | 2003.07.08 | Manage |
| Manage | 999555555 | Joe | GI | M | 1 | E8 | 2003.06.04 | 2003.08.03 | | DEM | Y | N | 802 | MCBH | MCCDC | 0202 | MOB | IMA | | | 2003.07.08 | Manage |
| Manage | 999444444 | Marine | Jane | | 1 | | | | | | N | N | 114 | HQTRS MFP | PAC | | | SMCR | | | 2003.07.08 | Manage |
| Manage | 999333333 | Marine | Joe | | 1 | | | | | | N | N | 010 | | SYSCOM | | | IMA | | | 2003.07.08 | Manage |
| Manage | 999064396 | MLN | WW | | 1 | E6 | 2003.02.16 | 2004.02.15 | 2003.08.01 | EAS | N | N | 010 | HQMC C4 | PAC | 0699 | MOB | IRR | C | P | 2003.07.08 | Manage |
| Manage | 999605532 | PFFFR | SHRN | E | 1 | O4 | 2002.11.26 | 2003.11.25 | | EAS | Y | N | 010 | HQMC C4 | SOUTH | 0602 | MOB | SMCR | P | P | 2003.07.08 | Manage |
| Manage | 999468028 | PHM | YNG | D | 1 | | 2003.04.16 | 2004.04.15 | | EAS | N | N | 010 | MCB CPEN | LANT | 0402 | MOB | IMA | P | | 2003.07.08 | Manage |
| Manage | 999523030 | PSGNLL | MRK | | 1 | O5 | 2002.03.02 | 2004.03.27 | | Ext | Y | N | 842 | MCIA | CENT | 0202 | MOB | IMA | | | 2003.07.08 | Manage |
| Manage | 999222222 | Smiley | Dude | | 1 | E3 | | | | | N | N | 010 | | HQMC | | | IRR | | | 2003.07.08 | Manage |
| Manage | 999256269 | SMTH | PL | R | 1 | E6 | 2002.11.04 | 2003.11.03 | | EAS | Y | N | 010 | HQMC | PAC | | MOB | IMA | P | D | 2003.07.08 | Manage |
| Manage | 999412190 | SPZZN | JSNR | W | 1 | O3 | 2003.01.16 | 2003.12.15 | 2003.07.30 | EAS | N | N | 114 | HQMC | EUR | 0602 | MOB | SMCR | P | D | 2003.07.08 | Manage |
| Manage | 999588213 | VLNDT | STPHN | L | 1 | O4 | 2003.02.20 | 2004.02.19 | | EAS | Y | N | 010 | MCBH | EUR | 0402 | MOB | RET | P | | 2003.07.08 | Manage |

- If no selection criteria is selected, then ALL records will be returned! Which will greatly degrade performance!
- Highly recommend make appropriate selections to speedup return and give only records you desire to view

start Search - Microsoft Int... Microsoft PowerPoint ... 8:55 PM


Search - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.ideamatics.net/iacmm/Search.aspx
Go Links
IA Cap Management Module Version 1.0 User: Tester, Fester H MCC: 010 Role: Full Access
Sign Out
IA Selection | User Administration
Search/Filter
SSN: Last Name: Group: COMP: Volunteer Has Jurisdiction
DEMOB Early
To EAS
Extension
Billet Criteria
MARFOR: GFC: MCC Code: RTN: Billet Category:
Orders Criteria
Orders Type: Order Status: On Orders After: Orders Date Begin: Orders Date End:
Demob Criteria
Demob Date Begin: Demob Date End: Approve Status:
Search Clear Fields Reporting Add Record
[Number of Records Found: 15.]
Page 1
SSN Last Name First Name MI Juris Pay Grd Orders Start Orders End DEMOB Date Group Cap On Hold MCC GFC MARFOR MOS Orders Type COMP Orders Status MMP-60 Status Last Updated
Manage 999465172 CSSDY TMTHY J 1 O6 2003.01.16 2004.01.15 EAS Y N 114 MCIA JOINT 0602 MOB RET P D 2003.07.08 Manage
Manage 999524374 CST HNRY J 1 O5 2003.01.11 2003.12.10 EAS Y N 010 MCB CPEN EUR 0602 MOB RET C A 2003.07.08 Manage
Manage 999502639 danner david I 1 E5 2001.09.11 2003.09.10 EXT Y Y 010 HQMC HQMC 4400 MOB 13 C A 2003.07.08 Manage
Manage 999561913 HNLD PTR J 1 E6 2003.01.16 2004.01.15 EAS N N 114 HQMC C4 CENT 2131 ADSW IRR P 2003.07.08 Manage
Manage 999555555 Joe GI M 1 E8 2003.06.04 2003.08.03 DEM Y N 802 MCBH MCCDC 0202 MOB IMA 2003.07.08 Manage
Manage 999444444 Marine Jane 1 N N 114 HQTRS MFP PAC SMCR 2003.07.08 Manage
Manage 999333333 Marine Joe 1 N N 010 SYSCOM IMA 2003.07.08 Manage
Manage 999064396 MLN WW 1 E6 2003.02.16 2004.02.15 2003.08.01 EAS N N 010 HQMC C4 PAC 0699 MOB IRR C P 2003.07.08 Manage
Manage 999605532 PFFFR SHRN E 1 O4 2002.11.26 2003.11.25 EAS Y N 010 HQMC C4 SOUTH 0602 MOB SMCR P P 2003.07.08 Manage
Manage 999468028 PHM YNG D 1 2003.04.16 2004.04.15 EAS N N 010 MCB CPEN LANT 0402 MOB IMA P 2003.07.08 Manage
Manage 999523030 PSGNLL MRK 1 O5 2002.03.02 2004.03.27 Ext Y N 842 MCIA CENT 0202 MOB IMA 2003.07.08 Manage
Manage 999222222 Smiley Dude 1 E3 N N 010 HQMC IRR 2003.07.08 Manage
Manage 999256269 SMTH PL R 1 E6 2002.11.04 2003.11.03 EAS Y N 010 HQMC PAC MOB IMA P D 2003.07.08 Manage
Manage 999412190 SPZZN JSNR W 1 O3 2003.01.16 2003.12.15 2003.07.30 EAS N N 114 HQMC EUR 0602 MOB SMCR P D 2003.07.08 Manage
Manage 999588213 VLNDT STPHN L 1 O4 2003.02.20 2004.02.19 EAS Y N 010 MCBH EUR 0402 MOB RET P 2003.07.08 Manage
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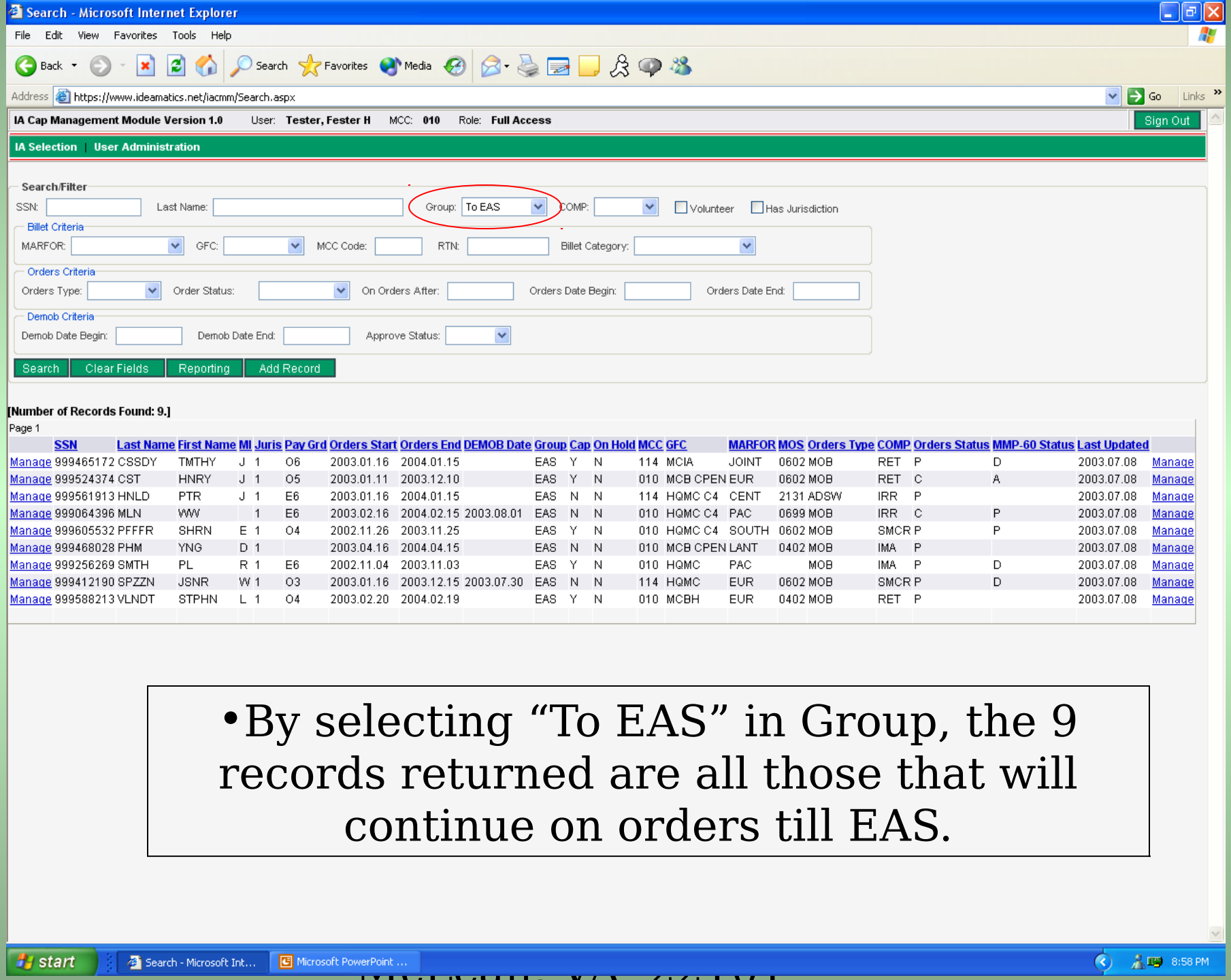
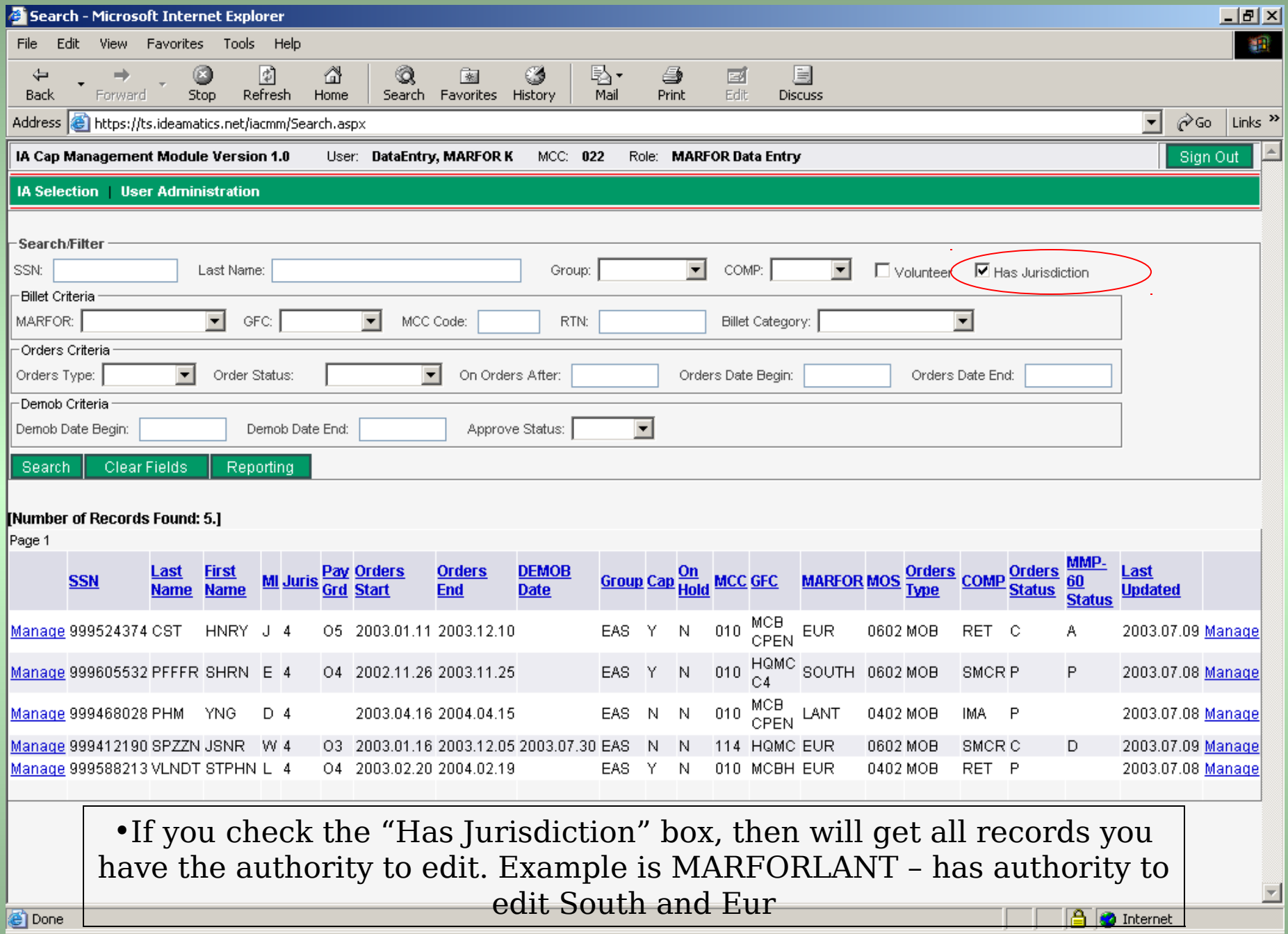
Search - Microsoft Int...
Microsoft PowerPoint ...
8:57 PM

- Notice we have 15 records.
- Will now add “To EAS” to selection criteria.


Search - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.ideamatics.net/iacmm/Search.aspx
Go Links
IA Cap Management Module Version 1.0 User: Tester, Fester H MCC: 010 Role: Full Access
Sign Out
IA Selection | User Administration
Search/Filter
SSN: Last Name: Group: To EAS COMP: Volunteer Has Jurisdiction
Billet Criteria
MARFOR: GFC: MCC Code: RTN: Billet Category:
Orders Criteria
Orders Type: Order Status: On Orders After: Orders Date Begin: Orders Date End:
Demob Criteria
Demob Date Begin: Demob Date End: Approve Status:
Search Clear Fields Reporting Add Record
[Number of Records Found: 9.]
Page 1
SSN Last Name First Name MI Juris Pay Grd Orders Start Orders End DEMOB Date Group Cap On Hold MCC GFC MARFOR MOS Orders Type COMP Orders Status MMP-60 Status Last Updated
Manage 999465172 CSSDY TMTHY J 1 O6 2003.01.16 2004.01.15 EAS Y N 114 MCIA JOINT 0602 MOB RET P D 2003.07.08 Manage
Manage 999524374 CST HNRY J 1 O5 2003.01.11 2003.12.10 EAS Y N 010 MCB CPEN EUR 0602 MOB RET C A 2003.07.08 Manage
Manage 999561913 HNLD PTR J 1 E6 2003.01.16 2004.01.15 EAS N N 114 HQMC C4 CENT 2131 ADSW IRR P 2003.07.08 Manage
Manage 999064396 MLN WW 1 E6 2003.02.16 2004.02.15 2003.08.01 EAS N N 010 HQMC C4 PAC 0699 MOB IRR C P 2003.07.08 Manage
Manage 999605532 PFFFR SHRN E 1 O4 2002.11.26 2003.11.25 EAS Y N 010 HQMC C4 SOUTH 0602 MOB SMCR P P 2003.07.08 Manage
Manage 999468028 PHM YNG D 1 2003.04.16 2004.04.15 EAS N N 010 MCB CPEN LANT 0402 MOB IMA P 2003.07.08 Manage
Manage 999256269 SMTH PL R 1 E6 2002.11.04 2003.11.03 EAS Y N 010 HQMC PAC MOB IMA P D 2003.07.08 Manage
Manage 999412190 SPZZN JSNR W 1 O3 2003.01.16 2003.12.15 2003.07.30 EAS N N 114 HQMC EUR 0602 MOB SMCR P D 2003.07.08 Manage
Manage 999588213 VLNDT STPHN L 1 O4 2003.02.20 2004.02.19 EAS Y N 010 MCBH EUR 0402 MOB RET P 2003.07.08 Manage
start
Search - Microsoft Int...
Microsoft PowerPoint ...
8:58 PM

- By selecting "To EAS" in Group, the 9 records returned are all those that will continue on orders till EAS.


Search - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://ts.ideamatics.net/iacmm/Search.aspx
Go Links
IA Cap Management Module Version 1.0 User: DataEntry, MARFOR K MCC: 022 Role: MARFOR Data Entry
Sign Out
IA Selection | User Administration
Search/Filter
SSN: Last Name: Group: COMP: Volunteer Has Jurisdiction
Billet Criteria
MARFOR: GFC: MCC Code: RTN: Billet Category:
Orders Criteria
Orders Type: Order Status: On Orders After: Orders Date Begin: Orders Date End:
Demob Criteria
Demob Date Begin: Demob Date End: Approve Status:
Search Clear Fields Reporting
[Number of Records Found: 5.]
Page 1
SSN Last Name First Name MI Juris Pay Grd Orders Start Orders End DEMOB Date Group Cap On Hold MCC GFC MARFOR MOS Orders Type COMP Orders Status MMP-60 Status Last Updated
Manage 999524374 CST HNRY J 4 O5 2003.01.11 2003.12.10 EAS Y N 010 MCB CPEN EUR 0602 MOB RET C A 2003.07.09 Manage
Manage 999605532 PFFFR SHRN E 4 O4 2002.11.26 2003.11.25 EAS Y N 010 HQMC C4 SOUTH 0602 MOB SMCR P P 2003.07.08 Manage
Manage 999468028 PHM YNG D 4 2003.04.16 2004.04.15 EAS N N 010 MCB CPEN LANT 0402 MOB IMA P 2003.07.08 Manage
Manage 999412190 SPZZN JSNR W 4 O3 2003.01.16 2003.12.05 2003.07.30 EAS N N 114 HQMC EUR 0602 MOB SMCR C D 2003.07.09 Manage
Manage 999588213 VLNDT STPHN L 4 O4 2003.02.20 2004.02.19 EAS Y N 010 MCBH EUR 0402 MOB RET P 2003.07.08 Manage
Done
Internet
Start
Inbox - Microsoft Outl...
Search - Microsoft ...
Training
IA CAP MANAGEMENT...
IA CAP MANAGEMENT...
4:35 PM

- If you check the "Has Jurisdiction" box, then will get all records you have the authority to edit. Example is MARFORLANT – has authority to edit South and Eur

- This concludes Training Session 1: **IA Record Search and Browse**
- Please continue with Training Session 2:

  **IA Record Selection for Data Entry/Edits**